

Project Name: _____	Project Number: _____
Consultant: _____	CFLHD Project Manager: _____
Task Order No.: _____	Checker: _____ Date: _____
Originator: _____	Date: _____

R3 ROW DOCUMENTS CHECKLIST <small>“INITIAL” in block or indicate “N/A” to indicate those elements reviewed</small>	INITIALS	
	ORIGINATOR	CHECKER
PROCESS CHECK SUBMITTAL		
The check submittal is intended as a review for the basic sheet setup, formatting, text fonts and size, and general appearance of the r-o-w documents as presented by the A/E. A draft sample of each type of sheet is to be submitted, containing at least 2 r-o-w plan sheets, containing as much information as is available: basic mapping, property compilation, owners names, tax parcel numbers, deed citations, section, township, range, aliquot portion, subdivision, block, lot, existing row, proposed row and all appropriate annotations.		
FIRST SUBMITTAL		
Draft legal descriptions for affected parcels shall accompany the r-o-w plans if part of scope.		
SECOND SUBMITTAL AND SUBSEQUENT SUBMITTALS		
The original red-lined version of the "first or previous submittal" r-o-w documents must be included in this submittal.		
TITLE SHEET		
Project Name & Number shown		
Length of Project shown (kilometers to 3 decimals if International System of Units (metric) used)		
County, State shown		
North Arrow & Graphic Scale shown		
Signature Blocks are appropriate for the funding source		
Location Map shows:		
Proposed Begin & End Stations of Project		
Distances to Nearest Large Destinations		
FP-XX Specification Reference shown		
Key Map of State shown		
Design Designations included for all major roadways (not only mainline). Including current traffic data, 20-year estimated traffic, design hourly volume, design speed , and truck percentage		
Index to Sheets		
PMIS and Drawing Number (National Park Service Projects), State Control Numbers (State Highway Projects), and applicable client agency identification numbers		
Metric cell on projects using the International System of Units (metric)		
Plans Prepared By and Prepared For:		
Noticeable stamp stating percentage complete		
Date of submittal		

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CONVENTIONAL PLAN SYMBOLS AND ABBREVIATIONS		
All Symbols and Abbreviations used in the plans match this sheet (latest edition).		
TABULATION OF PROPERTY SHEETS		
Title block in upper right corner		
The first tab sheet will be numbered “2A”. Subsequent tab sheets will be 2B, 2C, etc		
Final date to be placed after final approval from FHWA COTR		
County name to appear in large letters across top of sheet per sample r-o-w plans.		
Revision block as per sample of r-o-w plans		
Separate type of parcel by group: list all fee acquisitions first. Place fee acquisitions or permanent easements, and temporary easements on separate sheets.		
Parcels		
Parcel numbers: Parcels will named according to the sheet on which they first appear in the following format; sheet no.-parcel no. for that sheet. For example; P4-1, or PE5-2.		
Private property parcels designated with a "P" or permanent easements on private property designated PE, grouped together and listed in numerical order		
<i>Easements on State, city, county land or private open space land designated "E", grouped together and listed in numerical order.</i>		
Forest Service parcels designated with an "FS" and grouped together.		
Bureau of Land Management parcels designated "BLM".		
List each parcel in ascending numerical order		
Skip line between parcel numbers unless revisions make this unfeasible.		
Construction Maintenance Easements designated "CME" or “PME” and grouped together.		
Temporary Construction Easements designated "TCE" and grouped together		
The complete county tax map number.		
Owner's name and address:		
Use full name as it appears on title or deed.		
Use most current address from tax index, title or deed.		
Property location:		
Include aliquot portion of section, township, range, baseline and meridian.		
Include lot, block and subdivision name, if applicable.		
Area calculations		
R-O-W parcel acquisition area closure shall be computed and checked by an alternate procedure. <i>Submit a hard copy and electronic file of these calculations.</i>		
Parent tract area <i>can be calculated by using CADD file graphics</i> or reported from title information or county tax map.		
Gross r-o-w acquisition is the combined area of both proposed row and existing row excluding possible reversion area on the affected parent tract.		
Present Travel Way (PTW) or Existing ROW is the area of existing row on parent tract defined by title/deed record, survey plat, field evidence or prescription.		
Net acquisition is the area outside existing row, but within proposed row for which the landowner will be compensated. (Gross Acquisition - PTW or existing row = Net Acquisition)		

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Remainder is that portion of the parent tract which remains after gross area of r-o-w acquisition is subtracted. The acquiring agency will use this value to identify possible uneconomical remnants.		
Report areas in hectares to 3 decimal places (0.010 hectares) if project is based on the International System. Minimum size for an acquisition parcel of any type is 0.004 hectares, unless instructed otherwise by COTR. If it is necessary to develop an acquisition parcel of less than 0.004 hectares, report area to the nearest square meter. Abbreviation for square meters shall be m2 or m ² . Equivalent areas in acres shall be shown parenthetically. Report acreage to 2 decimal places.		
Report areas in acres to 2 decimal places (0.01 acres) if project is based on the U. s. customary System. Minimum size for an acquisition parcel of any type is 0.01 acres, unless instructed otherwise by COTR. If it is necessary to develop an acquisition parcel of less than 0.01 acres, report area to the nearest square foot.		
Area on Tab Sheets shall agree with area reported on legal descriptions.		
Remarks column is used to describe any pertinent information regarding parcel, purpose of easement, possible reversion area, etc.		
Report approximate area for possible reversion of existing roadway row outside of proposed row, for all affected parcels. The acquiring agency will determine applicability of reversion		
Report other pertinent information if necessary.		
Excel spreadsheet using same format as above may file inserted into electronic plan set.		
VICINITY SHEETS		
Per FHWA instructions and samples.		
Scale shall be a multiple of r-o-w plan sheet scale.		
The first sheet will be numbered sheet "3A". Subsequent tab sheets will be 3B, 3C, etc, unless instructed otherwise by COTR.		
Show property/section corner monuments found and tied, with description of monument, as an overview of the project boundary solution. To reduce cluttering not every monument needs to be described.		
Show property owners, both private and governmental. For congested areas (subdivisions, lots and blocks) show subdivision names and some of the landowners to reduce cluttering.		
Preliminary mapping shall be shown.		
R-O-W PLAN SHEETS		
General format and content		
Title block in upper right corner		
Same format as vicinity sheets.		
Begin with the sheet number 4 or number as indicated by COTR.		
Last sheet number should be same as total sheet number.		
Title block in lower right-hand corner:		
Project name in large heavy letters per sample r-o-w sheet.		
Final date: set date after final approval from COTR		
Revision block as per sample of r-o-w plans.		
Indicate that r-o-w plans were prepared by: (consultant name and address) or company logo with name and address.		
Provide for small amount of overlap from sheet to sheet 100 to 200 ft. (30 to 60 m).		
North arrow, bar scale and statement of scale will appear on every sheet, with the arrow oriented in correct direction, relative to the basis of bearings.		

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Use scale of 1” = 100 or 200 ft. (U. S. Customary) or 1:1000 or 1:2000 (metric) as directed by COTR. Complex areas may require a larger scale to show detail. Generally, scale identical to plan and profile sheets.		
Each r-o-w plan sheet shall have a note containing the following:		
Basis of bearings (BOB) statement.		
The BOB statement is to be referenced to a public land survey line which has been tied to found monuments at each end.		
Monuments at each end of the line used for the basis of bearings shall be adequately described.		
<i>Note whether grid or ground distances were used. List average combined factor if necessary for conversion</i>		
Basis of control.		
Party responsible for each phase of the r-o-w plan preparation and the completion date.		
Legend showing conventional symbols. This legend will include symbols not shown in CFLHD Symbols & Abbreviations sheet. Describe any other symbol or line style that is necessary.		
Indicate beginning and end station of both construction and acquisition, project number, etc. per r-o-w samples on the appropriate r-o-w sheets.		
Existing mapping shall be masked, or ghosted. Check with COTR.		
Label known intersecting street or road names.		
Label other know significant mapped features: streams geologic features, political boundaries, etc		
Property Ownership Data		
Ownership Designation		
Indicate title ownership for each parcel. The information that appears on the r-o-w plans shall agree with the information on the tab sheets.		
Public Land: Show national forest, or other agency name in a rectangle. <i>Indicate aliquot portion of section, township, range and meridian. See r-o-w plan sample.</i>		
Private land: Graphically show record owner’s name in a rectangle. <i>Indicate appropriate aliquot portion, as above, or lot and block, subdivision, tract, etc., as called for in record.</i>		
For each private ownership the county tax map parcel number, deed book and page, reception number, and/or record of survey, etc., as appropriate, for each parcel appearing on <i>r-o-w</i> plans.		
Indicate basis for existing row: deed, plat reference, prescriptive, county or other agency action.		
Land Lines		
Show section lines, township, range, base line and\or meridian.		
Aliquot lines:		
Section lines shall appear as a solid line with weight = 3 and labeled accordingly or use line style as indicated on CFLHD symbols and Abbreviation Sheet,		
Quarter section and sixteenth section subdivision lines are to be long dashed, weight = 1 and labeled appropriately use line style as indicated on CFLHD symbols and Abbreviation Sheet, unless they are property lines.		
Public Land Lines (tracts, governments lots, aliquot lines, etc.), <i>and property lines</i> whose end points are determined by field ties at each end, and which intersect proposed centerline:		
Show proposed centerline station of intersection point.		
Show distance and bearing from proposed centerline intersection point to the nearest tied Public Land monument.		
Indicate all survey or property corner monumentation of any type impacted by construction.		
Show property boundary and existing r-o-w lines: Use appropriate line styles as provided by FHWA, weight = 1 and labeled accordingly.		
Dimension property lines that are deemed necessary by the COTR.		

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Record distances shall be labeled (R) and shown in the units indicated in the record		
Rotated bearings shall be labeled as calculated (C) unless directed otherwise by COTR		
Lines that have been tied at both ends shall be labeled as measured (M) and shown with dual dimensions if project is metric. Also show record distance and bearing. Distances that have been calculated will be labeled as calculated (C).		
Tables may be used to list dimensions if each course is identified on the respective property line.		
<i>Proposed Right of Way</i>		
Proposed right of way lines in most cases shall be parallel to, concentric, or normal to design centerline. Exceptions would be when a proposed right of way line intersects a property boundary or aliquot line. Also, another exception would be in the case of an unusual or special condition, i.e. to lessen the area of an acquisition. Centerline spirals shall be replaced by simple curve geometry before right of way lines are offset.		
Assure that all necessary areas for construction features are enclosed by either a fee acquisition, or a permanent or temporary easement, as appropriate.		
Minimum size for any easement shall be 0.004 hectares (0.01 acres) except in unusual circumstances. (Check with COTR)		
<i>Fee acquisitions or permanent maintenance easements should allow for 3 meters (10') minimum clearance between cut/fill line and the proposed r-o-w line.</i>		
Temporary construction easements should be utilized to provide access to property in situations where the acquiring agency will not need to maintain the proposed construction. An example would be a parking lot built for the Forest Service or a driveway for a project affected property owner. The purpose for each temporary easement shall be shown on the r-o-w plan sheet		
Show proposed centerline station and offset at each change in width of proposed row. The r-o-w width using dimension arrows from each side of centerline shall be shown a minimum of twice on each sheet.		
The perimeter of each proposed r-o-w parcel shall close graphically and mathematically. Each segment of the perimeter of each proposed parent r-o-w parcel shall be dimensioned. Tolerance shall be no greater than 0.003 m. (0.01')		
The point of beginning (POB) for each legal description is to be labeled "POB FOR PARCEL _ _ _" and annotated to show:		
Proposed centerline station and offset.		
A bearing and distance tie from the POB to the closest field tied public land corner (section corner, quarter corner, tract corner, etc., and appear on the plans as a thin dashed line. Use broken lines (squashed lines) if necessary, to compensate for distances that cannot be shown on the r-o-w plan sheet.		
A description of the monument used for the tie.		
A “POB TABLE” may be used on each sheet showing:		
Parcel		
CL Station		
<u>CL Offset</u>		
Bearing		
Distance		
From Corner		
Corner Description		
Bearings of courses will progress from the point of beginning and typically proceed around the parcel in a clockwise direction.		
To avoid cluttering the sheets course tables may be used to show dimensions. Make a noticeable reference to the sheet where the course tables are placed.		

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Curve data for proposed r-o-w lines shall be shown and include the following: radius, arc length, and chord bearing and distance.		
Tables for curve data and tangent distance/bearing are acceptable where necessary to clarify a complex plan sheet.		
Distances shall be shown to three decimals for metric and two decimals for English. Dimensions of the r-o-w acquisitions that appear on the r-o-w plans and legal descriptions must be in agreement to the millimeter (0.001 m) and to the nearest second. In the case of a coincident line between two parcels that requires the bearing to be stated in reverse quadrants, the description will include the correct quadrant and bearing, while the plan sheet may display bearings with reversed quadrants.		
Identify and describe all tied property monuments and public land corner monuments that appear on the r-o-w plan sheets, or used as a tie to a found monument.		
A parcel number for each r-o-w acquisition shall be shown.		
All temporary and permanent easements boundaries shall be a distinctive line style as supplied by FHWA.		
If required by the COTR, cross-hatch or pattern the proposed fee and/or temporary easement areas. Patterns shall be distinctive for each type of easement.		
Centerline Data		
Proposed centerline dimensions, curve data, bearings, and stationing of both r-o-w plans and construction plans are to agree. A note explaining the difference, if any, will appear on each sheet where such differences appear.		
Proposed design centerline shall be the most current as provided by FHWA.		
All centerline curve data will be shown and include the following: curve delta, radius, arc length, and tangent length		
Centerline curve data shall be located within the radial lines and on the inside portion of the curve		
Centerline segments shall appear without gaps unless text or other pertinent data needs to be shown.		
Show tie to nearest tied public land corner at the beginning/end centerline station.		
LEGAL DESCRIPTIONS		
The legal description for each parcel shall be contained in a separate file using the naming convention described in the task order.		
Each fee or permanent easement parcel description shall be based on a metes and bounds description.		
The r-o-w parcel description shall be specific to each title owner		
Specific information for each individual r-o-w parcel shall appear in the description (Book & Page, Reception Number, Series Number, area, etc.), as necessary to limit the description to a specific title owner.		
The heading of each r-o-w parcel description shall contain:		
Date Project parcel number Tax map parcel number Record owner's name Proposed centerline stationing interval to the nearest whole station. FHWA - CFLHD project number FHWA - CFLHDproject name County and state Intended purpose for the description: fee, permanent or temporary easement and the purpose for the easement.		
Most temporary easements can be described by centerline stationing and offsets. Some, at the request of the acquiring agency or COTR may be in a metes and bounds format.		

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